

WATSON ELEMENTARY SCHOOL
PAC MINUTES
JUNE 10TH, 2025 @ 7:00PM
LOCATION: WATSON ELEMENTARY LIBRARY

In Attendance: Kelsey Ohs (PAC Chair), Kele Nash (Co-Chair), Justin Nearing (Treasurer), Geri Marshall (Secretary), Jackie Berkes (Watson Elementary Principal), David Freeman, Jaime Vieira, Mary Glasgow Brown

Sends Regrets: Lisa Fugger (Vice Principal)

I. Welcome / Call to Order

Kelsey O. called to order the regular meeting of the Watson Elementary School Parent Advisory Council (PAC) at 7:01pm on June 10th, 2025.

II. Approval of Agenda

Kelsey O. introduced the agenda for the June Watson PAC Meeting. Copies were available on site for viewing.

The motion to accept the agenda was CARRIED.

The agenda was approved.

III. Approval of May AGM Meeting Minutes

Kelsey O. asked for a motion to accept the May AGM Watson PAC Meeting Minutes. Copies of the meeting minutes were available online for viewing prior to the meeting.

The motion to accept the minutes was CARRIED.

The minutes were approved.

IV. Reports

a) Chair Report

Kelsey O. advised that the bike swap / tune up event hosted in the parking lot went well and was run during bike week. There was approximately 30 bikes available for exchange or purchase. She estimated 15-20 transactions and will determine the profit at a later date. Bikes that arrived needing maintenance were able to be tuned up on site. The PAC is hoping to make this event an annual fundraiser.

ACTION: For future events, it would be useful to encourage participants to have all bikes arrive

tuned up and ready to swap / sell.

b) Co-Chair Report

Kele N. updated that she intended to make a time to meet with Principal Jackie B to discuss hot lunch dates and distributors for the 2025/2026 school year. Kele N. also reminded the attendees that June 23rd Kona Ice will be on site for the students.

c) Treasurer

Justin N. advised that he had received the Knight Road donation of \$14,000 which topped up the accounts. The general account is sitting at just over \$34,000. The gaming amounts allocated for the year have been used with nothing remaining. Tin Lizzy (donuts) was a notable expense but went over well with the students. Pending for input from Kele are the staff appreciation luncheon receipts and a cupcake purchase for the Grade 5 celebration.

May 2025 Treasurer Report Attached

V. New Business

a) Red-Letter Amendments to PAC Constitution and Bylaws

Kelsey O. noted that suggested amendments discussed at the May PAC AGM had been made to the PAC Constitution and Bylaws to better reflect current roles, responsibilities, and practices.

Specific areas which were revised included:

- Revision to the timelines of elected positions, namely changing the maximum duration of an elected Executive PAC position from 2 years to 4 years in accordance with the governing BCCPAC Constitution and Bylaws.
- The addition of a description and a list of duties for the Distract Parent Advisory Council (DPAC) Executive position.
- Minor grammatical updates.

The Red-Letter amendments were sent to Watson Student Families for input and no replies or comments were received. The proposed amendments were also sent to the PAC Executive in advance of the meeting and all were in favor.

A motion was presented to accept the proposed amendments to the PAC Constitution and Bylaws. All voting members presented as a majority in favor.

The motion was CARRIED.

The 2025 version of the PAC Constitution and Bylaws was approved.

Red-Letter Amendments to PAC Constitution and Bylaws Attached (Appendix A)

b) Motion to Appoint Chair for 2025/2026 School Year

A motion was presented to appoint Kelsey O. to the role of PAC Executive Chair for the 2025/2025 school year.

All voting members presented as a majority in favor.

The motion was CARRIED.

VI. Volunteer Opportunities

a) Bannock - Indigenous People's Day

Kele N. advised that she had secured 12 volunteers for the event on June 18th and they were on track to have a successful outcome.

VII. Principal's Report

a) Enrollment

Principal Jackie B. updated that enrollment was holding steady at 432 students.

b) Cultas Lake Water Park

Several grades are due to attend the Cultas Lake Water Park on June 13th. This field trip has replaced a planned trip to the Bridal Falls Water Park after various maintenance issues presented complications at the Water Park. Teachers and attendees will have new challenges to navigate as the school has not attended Cultas Lake Water Park before and are using this experience as a trial for subsequent years.

Guardians can pay the school rate to enter the Water Park with their students but must be present when the classes enter the Park. Some permission slips are pending and guardians will be reminded.

c) VMS Band Performance

A number of students representing the Vedder Middle School (VMS) band are due to arrive at Watson Elementary and give a performance on June 16th. This is a good opportunity for exposure to what band can offer to students transitioning from Elementary to Middle school.

d) School Gym Painting

The school gym has been painted and has been completed ahead of schedule. The administration was very impressed with the professional nature of the painters.

e) Intermediate Activity Day

Intermediate Activity Day is set to occur on June 17th. There will be less activities this year but it is often greatly enjoyed by students and is expected to be successful.

f) Indigenous People's Day

Indigenous People's Day is on track for June 18th with sufficient volunteers, guest attendance and a bannock activity.

g) District Track Meet

The District Track Meet will occur June 19th. It has been enlightening to see the athletic progress made among students. The event happens at the Sardis Track and the students attended will have needed to attend a mini meet before qualifying to participate.

h) Grade 5 Celebration

The planning for the Grade 5 celebration is well underway and due to occur June 25th. It was determined that each Grade 5 student would receive 2 guest tickets to the celebration to keep attendee numbers reasonable and due to limited space. There may be a possibility of extra tickets distributed closer to the event. A different format for the event was suggested and is planned for this year and if successful, could be carried into subsequent years.

i) Last Day of School

The last day of school for students is June 26th and students will be dismissed early in the day.

j) Anti-Racism Education

The administration and District have noted that they are fielding and dealing with what appears to be more Racism related events in the student population and have determined that there will be more education and focused events for the upcoming school year to assist staff in handling these events. Additional training for the teaching staff is planned for the 2025/2026 school year.

k) Thanks to PAC

Jackie B. gave a thanks to PAC for their efforts this past year. PAC advised that the weekly news blast was extremely useful and they hope it continues.

VIII. Open Discussion

None noted

IX. Next Meeting

The next meeting of the Watson PAC is to be determined.

XI. Adjournment

Kelsey O. adjourned the meeting at 7:33pm.

Minutes submitted by G. Marshall.

Watson PAC Treasurer Report

May 2025

Account Overview					
Account	Beginning of Period		End of Period		Variance
General Account	\$	21,139.52	\$	34,666.39	\$ 13,526.87
Gaming Account	\$	10,584.60	\$	10,584.60	-
Playground Account	\$	16,972.32	\$	16,979.10	\$ 6.78
Account Total	\$	48,696.44	\$	62,230.09	\$ 13,533.65

General Account - Revenue		
Revenue	Amount	Note
Knight Road Donation	\$ 14,000.00	
Tin Lizzy (Donuts)	\$ 210.00	
Munchalunch Revenue	\$ 604.94	
Neufeld's Fundraiser	\$ 419.50	
Munchalunch Manual Credit	\$ 20.00	
Revenue Total	\$ 15,254.44	

General Account - Expenses		
Expense	Amount	Note
Tin Lizzy (Donuts)	\$ 1,420.00	
Munch Reimbursements	\$ 20.50	
Spring Concert Decor	\$ 96.60	
Kinderfair	\$ 44.68	
Staff Appreciation	\$ 143.29	
Etransfer Fee	\$ 2.50	
Expenses Total	\$ 1,727.57	

Gaming Account - Revenue		
Revenue	Amount	Note
Revenue Total	\$ -	

Gaming Account - Expenses		
Expense	Amount	Note
Expenses Total	\$ -	

Playground Account - Revenue		
Revenue	Amount	Note
Interest	6.78	
Revenue Total	\$ 6.78	

Playground Account - Expenses		
Expense	Amount	Note
Expenses Total	\$ -	

Account Variance					
Account	Revenue Total		Expense Total		Variance
General Account	\$	15,254.44	\$	1,727.57	\$ 13,526.87
Gaming Account	\$	-	\$	-	-
Playground	\$	6.78	\$	-	\$ 6.78

APPENDIX A

**Watson Elementary School PAC
Constitution**

May, 2014

May, 2025

Tel.: 604.858.9477

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45305 Watson Road Chilliwack,
British Columbia

School District #33

Constitution for Watson Elementary School PAC

Section 1 – Name

The name of the organization shall be the Watson Elementary School Parent Advisory Council (PAC) as per The School Act – Bill 67, Division 2, Section 8.

The Council will act as a non-profit organization with no personal financial benefit to members.

The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation and physical or mental ability.

Section 2 – Purpose of the Council

The purpose of the Watson Elementary School Parent Advisory Council is to promote and support education. Its chief mandate is to foster the social, emotional, intellectual and physical well-being of children through the promotion of effective communication and co-operative participation between members of the home, the school, and the community.

1. To enhance communication and promote co-operation **between** parents, students and community and staff, school administration, and school board.
2. In a consultative role, to advise the School Principal, School Staff, and the School Board on parental views concerning:
 - School policy and procedures
 - Programs and services
 - Parent / community
 - education Learning resources
3. To give parents an understanding of the school and its work and to assist them in accessing the school system.
4. To contribute to the effectiveness of the school and to a sense of community, by promoting the involvement of parents and other community members.
5. To organize and provide additional resources to the school through approved volunteer activities.
6. To foster co-operation between parents and teachers in life skills training and guidance of children, thus enabling children to achieve their full potential.
7. To encourage parent involvement in the school, and to support programs that promote parent involvement.
8. To advise the principal, and staff on any matter relating to the school, other than matters assigned to the school planning council.

9. To promote the interest of public education and, in particular, the interest of Watson Elementary School.
10. To provide leadership in the school community.
11. To contribute to a sense of community within the school and between the school, home and neighborhood.
12. To provide parent education and professional development, and a forum for discussion of educational issues.
13. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighborhood.
14. To organize and support activities for students and parents.
15. To provide financial support for the goals of the Council, as determined by the membership.
16. To advise and participate in the activities of SD33 district Parent Advisory Council (DPAC) and the BC Confederation of Parent Advisory Councils.
17. Council is not obligated to provide a forum for, or involve itself in issues (political, industrial, corporate or otherwise) within the community for which there are adequate public community forums, town-halls, and information available on-line.

Section 3 – Interpretation of Terms

- “Community Organizations” means groups that demonstrate an interest in education and are not already included in the scope of the Council’s constitution and bylaws.
- “District” means School District No. 33
- “DPAC” or “District Parent Advisory Council” means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 33
- “PAC” or “Parent Advisory Council” means the parents organized according to the School Act and operating as a parent advisory council in Watson Elementary School.
- “Parent” is defined in the School Act and means (a) the guardian of the person of the student or child (b) the person legally entitled to custody of the student or child or (c) the person who usually has the care and control of the student or child, and for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 33.
- “School” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 33.

Bylaws

Section 1 - Membership Voting

Members

1. All parents and guardians of students registered in Watson Elementary School are voting members of the Parent Advisory Council (PAC).
2. Staff members who are also parents of students registered in Watson Elementary School are voting members of the Parent Advisory Council (PAC) but shall not hold positions on the Executive.

Non-Voting Members

1. The School Administration shall select a representative(s) to sit as a non-voting member of the Parent Advisory Council.
2. The School Staff (teaching and non-teaching) shall select a representative(s) to sit as non-voting member of the Parent Advisory Council.
3. The remainder of the School Administration and Staff may sit as non-voting members of the Parent Advisory Council.
4. At no time will the Council have more non-voting than voting members.

Compliance with bylaws

1. Every member will uphold the constitution and comply with these bylaws.

Section 2 – Meetings of Members

General Meetings

1. General Meetings will be conducted with **efficiency** and with fairness to all members present.
2. The number of General Meetings shall be set by the Executive, with a minimum of two **(2)** per school year.
3. One General Meeting shall be designated as the Annual General Meeting **(AGM)**. The agenda shall include elections for the Executive officers and reports of the Executive and the Standing Committees.

Electronic Meetings

1. Business of a time sensitive matter, or if a General Meetings cannot be done in person due to restrictions, may be conducted via online meeting platform. Including but not limited to Zoom, MS Team.
2. Electronic meetings will be conducted the same as in person meetings
3. Voting at electronic meetings should continue to be done via secret ballot using an anonymous digital polling function.

Code of Conduct

1. At general meetings, members will not discuss individual school personnel, students, parents or other members of the school community.
2. If procedural problems should arise, Roberts Rules of Order will be used to resolve the situation, unless they are in conflict with the bylaws/guidelines of this Constitution.
3. The Council will refrain from partisan political action or other activities that do not serve the interest of the school or the public school system.
4. An Executive member who is approached by a parent(s) with a concern relating to Code of Conduct is in a privileged position and must treat such discussion as confidential.
5. The Constitution and Bylaws of the Watson Elementary School Parent Advisory Council shall be filed and approved by the Board of Trustees for School District No. 33 (Chilliwack) upon application for recognition.

Notice of Meetings

1. Members will be given reasonable notice of general meetings by signs, flyers, newsletters, email, or websites. A calendar of meetings for the year satisfies the requirement for reasonable notice.

2. Notice of a Special Meeting shall be sent to all members and administrators at least two (2) days prior to the meeting.

Section 3 – Proceedings at General Meetings

Quorum

1. The voting members present at any duly called general meeting shall constitute a quorum.
2. If at any time during a general meeting a quorum ceases to be present business, then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Voting

1. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
2. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
3. Members must vote in person on all matters. Voting by proxy will not be permitted. During an electronic meeting; in person will also include being visually present on camera.
4. Except as provided elsewhere in these bylaws, voting is by a show of hands, or where requested by
5. two voting members present, by secret ballot.
6. A vote will be taken to destroy the ballots after every election.

Section 4 – Executive

1. The Parent Advisory Council shall elect a slate of Officers from the voting members for each school year.

Role of Executive

1. The executive will manage the Council's affairs between general meetings.

Executive Defined

1. The Executive will include the Chairperson, Co-Chairperson, Secretary, Treasurer, immediate past Chairperson, DPAC Representative.

Eligibility

1. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 33 or the Ministry of Education.

Election of Executive

1. The executive will be elected at the annual general meeting.
2. The election portion of the Annual General Meeting shall be chaired by the School Principal or his/her Representative.
3. Call for nominations shall be made at least one meeting before the annual general meeting.
4. Elections shall be conducted by secret ballot.

Term of Office

1. The executive will hold office for a term of one (1) year.
2. Retiring officers are eligible for nomination and re-election during the elections, ~~but no member may remain in any one position on the Executive for more than two consecutive years.~~ No person may hold the same executive position for more than four (4) consecutive years.

Vacancy

1. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.
2. If any office is not filled at the time of the elections, the Parent Advisory Council may appoint someone to fill the vacancy until the next election.

Removal of Executive

1. The members may, by a majority of not less than 76% of the votes cast, remove an executive member before the expiration of his/her term of office, and may elect an eligible member to complete the term.
2. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.

Remuneration of Executive

1. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in Council's affairs.

Section 5 – Executive Meetings

Meetings

1. Executive Meetings shall be called at the discretion of the Executive or the Chairperson.
2. At least one meeting can be held before each general meeting.

Quorum

1. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive

Notice

1. Executive members will be given reasonable notice of executive meetings.

Voting

1. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
2. In the case of a tie vote, the Chair does not have a second or casting vote and the motion is defeated.

Code of Ethics

A parent who accepts a position as a Council Executive Member, Committee member, or Representative:

1. Upholds the constitution and bylaws, policies and procedures of the electing body.
2. Performs his/her duties with honesty and integrity and in the interests of the Council.
3. Works to ensure that the well-being of students is the primary focus of all decisions.
4. Respects the rights of all individuals.
5. Takes direction from the membership and executive.
6. Encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process of taking concerns forward.
7. Works to ensure that issues are resolved through due process.
8. Strives to be informed and only passes on information that is reliable.
9. Respects all confidential information.
10. Supports public education.

Representing the Council

1. Every executive member and representative must act solely in the interests of parent membership of the Council.

Privilege

1. Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

Disclosure of interest

1. An Executive member or representative who is interested, either directly or indirectly, in a proposed contract of transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
2. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

Section 6 – Duties of Executive and Representatives

Chairperson

1. The Chairperson shall convene and preside at all membership, special and executive meetings.
2. Shall, in consultation with the Principal and Secretary, ensure that an agenda is prepared and presented.
3. May appoint committees where authorized to do so by the Executive or membership.
4. Will be the spokesperson for the Parent Advisory Council or will designate a spokesperson in special circumstances.
5. Be a signing officer.
6. Ensure that Council activities are aimed at achieving the purposes set out in the constitution.

Co-Chairperson

1. Will assume the responsibilities of the Chairperson in the Chairperson’s absence or upon request.
2. Will support the Chairperson.
3. Accept extra duties as required.
4. Be a signing officer.

Secretary

1. Will record the minutes of all membership, special, and executive meetings.
2. Will preserve/file all the records of the Parent Advisory Council.
3. Ensure that members are notified of meetings.
4. Provide the Principal with the minutes of the PAC meetings.
5. Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request.
6. Prepare and maintain other documentation as requested by the membership or executive.
7. Issue and receive correspondence on behalf of the Council.
8. Ensure safekeeping of all records of the Council.
9. Shall, in consultation with the Principal and Chairperson, ensure that an agenda is prepared and presented.
10. May be a signing officer.

Treasurer

1. Will be responsible for the accounts of the Parent Advisory Council.
2. Will preserve records of the accounts.
3. Will be one of the three signing officers of the Executive as per bylaws.
4. Will prepare a financial report for each Parent Advisory Council meeting.
5. Will prepare a yearly financial report for presentation at the Annual General Meeting.
6. Will assist the Executive with a draft budget and tentative plan of expenditures.
7. Will disburse funds as authorized by the membership or executive.
8. Will ensure all funds of the Council are properly accounted for.
9. Will report on all receipts and disbursements at general and executive meetings.
10. Will make financial records and books of account available to members upon request.
11. Have the financial records and books of account ready for inspection or audit annually.
12. With the assistance of the executive, draft an annual budget.
13. Ensure that another signing officer has access to the financial records and books of account in the treasurer's absence.
14. Will submit an annual financial statement at the annual general meeting.

DPAC Representative

1. Will attend all meetings of SD33 DPAC and represent, speak, and vote on behalf of the Council.
2. Will maintain current registration of the Council.
3. Will report regularly to the membership and executive on all matters relating to the DPAC.
4. Will seek and give input to the DPAC on behalf of the Council.
5. Will receive, circulate, and post DPAC newsletters, brochures, and announcements.
6. Will receive and act on all other communications from the DPAC.
7. Will liaise with other parents and DPAC representatives.
8. Will submit an annual report.

Immediate Past Chairperson

1. Will advise and support the membership and executive.
Provide information about resources, contacts, and other matters.

Special Committees

1. Shall be created by the Parent Advisory Council or its Executive as the need arises
2. The Executive shall establish specific guidelines for each of the Special Committees, to be reviewed yearly.
3. The terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decide.
4. Committees will report to the membership and executive as required.

Standing Committees

At the present time, there is one standing committee, consisting of a Coordinator, who is appointed by the Executive, and various volunteers. The purpose of this Committee is to assist in and to promote fundraising. The duties of the committee is as follows:

Hot Lunch Committee

1. In consultation with the other members of the committee, the Coordinator will organize and distribute a lunch to the students on a regular basis or such date/months as set out in the PAC Annual Calendar of Planned Activities.
2. The Coordinator and committee members will collect monies from the students, and along with the Treasurer (or another Executive member appointed by the Treasurer) will count the money. The Treasurer will then deposit the money into the registered Parent Advisory Council account.

Section 7 -Financial

Financial Year

1. The Financial year of the Council will be July 1 to June 30th.

Power to Raise Money

1. The Council may raise and spend money to further its purposes.

Bank Accounts

1. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.

Signing Authority

1. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

Annual Budget

1. The executive will prepare a budget and present it to the membership for approval at a general meeting prior to the end of November each year.
2. The executive will define a specific goal for the year's fundraising efforts, and make that goal known to the parent population.

General Finances

1. All monies to be spent above a pre-determined petty cash amount shall be approved by the Executive and by a majority at a General Meeting of the Parent Advisory Council.
2. If circumstances require expenditure above the petty cash value, before the next General Meeting, the Executive may authorize the expenditure. The executive decision shall be reported at the next General Meeting of the Parent Advisory Council.

Non-Budgeted Expenditures

1. The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.
2. Expenditures of less than \$200.00 may be approved by two (2) members of the Executive. The PAC can't spend over \$199.99 unless it is for a fundraiser event with 51% of Executive agreement.

Treasurer's Report

1. A treasurer's report will be presented at each general meeting.

Auditor

1. The need for audits shall be agreed upon by the members at any General Meeting, whereupon an independent auditor will be appointed.

Section 8 – Constitution and Bylaws Amendments

Amendments to the Constitution and Bylaws of the Watson Elementary School Parent Advisory Council may be made at any General Meeting at which business is conducted provided that:

1. Written notice of the meeting has been given to all members (7 days minimum)
2. The notice of the meeting has included notice of the specific amendments(s) proposed.
3. A two-thirds (2/3) majority vote of those voting members present at the meeting shall be required to amend the Constitution and Bylaws.
4. Amendment(s) to the Constitution and Bylaws shall be approved by a two-thirds (2/3) majority vote of those voting members present at the meeting for such amendment(s) to be considered to have effect.
5. A copy of the amended Constitution and Bylaws shall be forwarded to the Chilliwack District Parent Advisory Council and the Superintendent of the Chilliwack School District.

Section 9 – Property in Documents

All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the president when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

Section 10 – Dissolution

Upon dissolution of the Watson Elementary School Parent Advisory Council, assets that remain after payment of all costs, charges, and expenses which are properly incurred in the dissolution shall be distributed to:

- 1. Such charitable organizations or organizations registered under the provisions of the Income Tax Act (Canada) as may be determined by the members of the Watson Elementary School Parent Advisory Council at the time of the dissolution. This provision shall be unalterable.
- 2. Such charitable organization or organization having a similar charitable purpose. The provision shall be unalterable, or
- 3. Watson Elementary School. This provision shall be unalterable.

Watson Elementary School PAC Constitution, May 2025

Adopted by Watson Elementary School at Chilliwack, British Columbia, on _____

Signed by Chairperson: _____

Signed by Secretary: _____